

# Reporting Work Related Injuries

Cass County has developed the following procedures to ensure consistent and accurate reporting of all accidents, injuries, and losses to employees resulting from their employment:

1. When an incident occurs, the employee shall immediately notify his/her supervisor or the person in charge at the time.
2. The supervisor or person in charge shall see that the Worker's Compensation Incident and Injury Reports are completed properly. This means verifying that all areas are filled in, especially noting name, date, time, area, causes, contributing factors, and recommendations. Forms are to be signed and dated by the person in charge and the injured employee.
3. Completed Worker's Compensation reports and related medical bills are to be submitted to the Safety Coordinator or other designated personnel.
4. Do not submit work-related medical bills to Blue Cross/Blue Shield.
5. All non-life-threatening injuries should be treated at the following facility:

**Lakeland Family Clinic 109 School Street  
Cassopolis, Michigan 49031  
Telephone: 616-445-3874**

**Office Hours: 10 AM - 8 PM (Monday - Friday) 10 AM - 4 PM (Saturday)  
12 PM - 2 PM (Sunday & Holidays)**

6. Lakeland Family Clinic will direct an employee's treatment during the initial ten days following an injury. For all compensable injuries, workers compensation insurance will cover the costs associated with referrals made by Lakeland Family Clinic. After ten days, an employee may continue with Lakeland or may select a new medical treatment provider.
7. All injuries occurring outside of Lakeland Family Clinic office hours, or which are potentially life-threatening, should be treated at the nearest available hospital emergency room or clinic. After the initial treatment is given, Lakeland will direct an employee's treatment for at least ten days following an injury.
8. Injured employees must keep their supervisor informed concerning their disability status and their availability to return to work. Injured employees may be eligible to participate in the County's light duty program.
9. Failure to follow these procedures may result in the denial of payment for medical expenses and salary continuation benefits.